



## Position Description

<b>Job Title</b>	Building Maintenance Coordinator
<b>Department</b>	Library
<b>Employment Status</b>	Full time
<b>Exempt/Non-Exempt Status</b>	Non-exempt

### Scope of Work

Under the general direction of the Head of Operations, this position cleans, maintains and repairs the library building, grounds and equipment, according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals.

### Supervision

<b>Received</b>	Head of Operations
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **The Library expects that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our customers.**

- Oversees the day-to-day maintenance of the building. In the absence of the Head of Operations, may direct the work of custodians as necessary.
- Plans, assigns, prioritizes and schedules routine maintenance tasks.
- Sweeps, washes, cleans, polishes and waxes floors; washes windows, walls and woodwork; dusts, cleans and polishes office equipment and furniture; cleans restroom and unstops toilets, sinks, etc., vacuum, cleans and shampoos carpeted areas; collects and disposes of wastepaper and refuse.
- Performs routine maintenance on heating and ventilating equipment; monitors and adjusts heating and cooling requirements in building.

<ul style="list-style-type: none"> <li>• Performs other minor indoor repairs including carpentry, plumbing, electrical, painting, etc.; notifies supervisor of need for major repairs or additions to systems or equipment.</li> <li>• Maintains, replenishes and issues cleaning and related supplies and equipment.</li> <li>• Cares for grounds adjacent to Library; sweeps; shovels snow; clears debris from walkways and driveways.</li> <li>• Maintains inventory of garage tools and equipment; orders replacements as needed.</li> <li>• Inspects building lighting systems and performs replacement and maintenance as necessary.</li> <li>• Sets up and takes down chairs, tables and equipment in the meeting room and for programs.</li> <li>• Collects, recycles and/or disposes of wastepaper and refuse.</li> <li>• Opens and closes Library in accordance with policies and procedures.</li> <li>• Oversees, makes assignments to, and works closely with contracted janitorial company; assists with security issues as needed.</li> <li>• Helps with special building projects and renovations.</li> </ul>	
<b>Other Job Functions</b>	
<ul style="list-style-type: none"> <li>• Performs related duties as assigned.</li> </ul>	
<b>Requirements of Work</b>	
<p>Graduation from high school and 1 year of additional technical training plus 1 – 3 years of work experience in commercial cleaning and custodial work and maintenance; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:</p>	
<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Building construction methods and equipment, preventive maintenance, HVAC systems, building management systems, electricity and mechanics as applied to building construction and maintenance and sustainable design principles.</li> <li>• Building maintenance, cleaning methods and practices and the operation of related tools and equipment.</li> <li>• Carpentry, plumbing and electrical operations.</li> <li>• The operation and care of heating and ventilating systems.</li> <li>• The operation, care and use of power floor scrubbers, hand and power tools, and other equipment and supplies used in general cleaning, maintenance and repair work.</li> <li>• Approved methods and materials needed for large scale cleaning and maintenance.</li> <li>• Occupational safety and health, accident prevention and a commitment to a safe work environment.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Perform semi-skilled maintenance and repair tasks with minimal supervision.</li> <li>• Multi-task and prioritize workload.</li> <li>• Lift and transport heavy objects and perform strenuous tasks, sometimes in unpleasant weather conditions.</li> <li>• Understand and follow instructions.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> <li>• Work on ladders and at heights.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• <b>Listening</b>, oral and written communications.</li> </ul>

<b>Necessary Special Requirements</b>
None.
<b>Physical Demands</b>
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>• Work is performed both indoors and outdoors; hand-eye coordination is necessary to operate computers and various pieces of maintenance and office equipment.</li><li>• Specific vision abilities required by this job include close vision and the ability to adjust focus.</li><li>• The employee will be exposed to outdoor weather conditions including extremes of heat and cold, wetness and humidity; also, dust, odors, noise, vibrations, toxic agents, electrical currents, heavy machinery and disease.</li><li>• While performing the duties of this job, the employee frequently is required to stand, talk and hear, smell; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.</li><li>• The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl.</li><li>• The employee must frequently lift and/or move in excess of 50 pounds.</li></ul>